PATIENT & FAMILY CENTERED CARE
UNIVERSITY OF MICHIGAN HEALTH SYSTEM

# Using the Peer Mentor Toolkit

There are three sections in the toolkit indicated by number: 1 - Pre-training prep, 2 - Day of training, and 3 - Post-training. In each section, there will be documents you will either need to review or modify for your peer mentor program.

**Using the pre-training prep materials (documents beginning with 1-):**

1. Send an email to your peer mentors one month prior to the training that includes:
    a. The Welcome Letter
    b. Directions to the training
    c. Peer Mentor Homework
2. One week prior to the training, send a reminder email with the training agenda.

**Using the day of training materials (documents beginning with 2-):**

1. Review all training materials including the Peer Mentor Training Manual.
2. (Optional) Review the Training Powerpoint
3. Read the peer mentor profiles that have been returned.
4. Develop your Disease Specific Breakout Session (sample included).
5. Print and fill out Peer Mentor Training Completion Certificates (these are given to peers upon completion of the training).
6. For each mentor, print the training manual.
7. Print the peer mentor agreement for each mentor (these will be signed by the peers at the training).

**Using the post-training materials (documents beginning with 3-):**

1. A volunteer coordinator will send a post-training survey to all of the peer mentors and share the results with each coordinator.
2. Schedule your Peer Mentor Breakout Session - this is a great time to introduce your mentors to the staff they will encounter and give them a tour.
3. Set up the Peer Mentor Scheduling System (Wiggio) – a document is provided to assist you.
4. Spread the news about your new peer mentors by revising one of the sample documents found in this section.